POTTER HEIGHAM PARISH COUNCIL

Hill Farm Barn, Norton Road, Heckingham NR14 6QR
Tel: 07966148774 **Email:** clerk@phpc.norfolkparishes.gov.uk

NOTICE OF MEETING AND SUMMONS TO ATTEND

Parish Councillors are hereby summoned to attend the Potter Heigham Parish Council Meeting to be held on **11 November 2026 at 7:30pm** in the Village Hall for the purpose of transacting the following business.

PUBLIC ATTENDANCE

Members of the public and press are welcome to attend. During the Public Forum, the public will be invited to discuss matters on the agenda. This item is limited to 15 minutes.

MEETING PAPERS Papers presented at the meeting are available on the Parish Council website: www.potterheighamparishcouncil.norfolkparishes.gov.uk/meetings

S Beckett

Sheila Beckett, Parish Clerk **Date of Issue:** 5 November 2026

AGENDA 11 November 2026

ST **1) APOLOGIES FOR ABSENCE**

Cllr Standen is overseas

ST **2) PUBLIC FORUM**

a) Items from the Public
b) Items from the County Councillor
c) Items from the District Councillor
d) Items from outside bodies
   i) Village Hall Management Committee – Norfolk Community Foundation Grant Award to VHMC
   ii) Items from any other outside bodies

ST **3) DECLARATIONS OF INTEREST**

a) To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting
b) To approve applications for dispensation for pecuniary interests

ST **4) MINUTES OF THE LAST MEETING** **PHPC1**

To approve the minutes of the last meeting held on 14 October 2026

SB **5) MATTERS ARISING** **PHPC2**

To receive an update on the actions arising from the last meeting

SB **6) CLERK'S REPORT** **PHPC3**

To receive an update on the status of the Clerk's Actions

ST **7) PLANNING MATTERS**

a) New applications: None
b) Decisions: None
c) Updates: NNDC Design Guide Consultation Questionnaire and background papers for consultation closing on 17 November **PHPC4**

ST **8) OTHER ITEMS FOR DISCUSSION/DECISION**

a) To approve adoption of new bus shelter on Bridge Road as a community asset and confirm Potter Heigham Parish Council's agreement to take responsibility for maintaining it in the event of a successful grant application

SC b) To discuss representation of the Council on the Trust Fund

ST c) To discuss Broads Authority meeting invitation regarding the Staithe Byelaws **PHPC5**

d) To agree the meeting dates for 2027:

- Full Council – 2nd Wednesday of each month
- Annual Parish – Wednesday 28th April 2027
- Annual Parish Council – Wednesday 12th May 2027

ST 9) CORRESPONDENCE

a) Upper Thurne Dredging Programme 2026/27 **PHPC6**

b) BFI Farmers & Landowners Session on 9 December 2026 **PHPC7**

c) Consultation Open: 29 October to 26 November– NCC Local List for Validation – Parish Councils Consultation Draft, 2026 **PHPC8**

d) Consultation Open: 26 October to 7 December – NCC Budget Consultation 2027/28 **PHPC9**

e) NCC Trees Team – Subsidised Tree Scheme **PHPC10**

ST 1) FINANCIAL MATTERS

a) Bank balances at 31st October 2026

i)	Unity Current Account ….7717	£14,019.94
ii)	Unity Current Account ….7720	£14,332.60
iii)	Cambridge & Counties ….2217	£14,332.50

b) To note payments made and funds received since the last meeting **PHPC11**

c) To approve the payment of invoices due (paper copies available at meeting) **PHPC11**

ST 2) REPORTS FROM PARISH COUNCIL LEADS

DP a) Allotments

HM b) The Staithe

KL c) SAM2

d) Police

ST 3) ANY OTHER BUSINESS

a) Request for information about the oak tree on the Church Road/Station Road junction

DATE AND TIME OF NEXT PARISH COUNCIL MEETING

9 December 2026 at 7.30 pm